



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	128	Manual Of Requirements For Children'S Group Homes	5/16/2014
Subchapter:	3	Administration	
Section	7	Reporting requirements (N.J.A.C. 10:128-3.7)	

§10:128-3.7 Reporting requirements

(a) The director or any staff member shall notify verbally the Department's State Central Registry at 1-877-NJ-ABUSE (1-877-652-2873) immediately whenever there is reasonable cause to believe that a child has been or is being abused or neglected by staff members, children or any other person, as required by the New Jersey Child Abuse and Neglect Law, N.J.S.A. 9:6-8.9, 8.10, 8.13 and 8.14. Copies of the law and information about it are available from the Division of Youth and Family Services, Community Education Office, PO Box 717, Trenton, New Jersey 08625-0717, upon request.

(b) The home or agency shall notify the Office of Licensing verbally of any of the following changes or events by the next working day after the home or agency learns of their occurrence, to be followed by written notification to the Office within five working days:

1. Injury, accident or illness that results in the admittance of a child to a hospital;
2. The death of a child while the child was on the premises of the home or in the care of a home staff member or volunteer;
3. Temporary or permanent closing of a home or agency; and
4. Any convictions or guilty pleas of any agency or home staff members that involve or affect any child or the operation of the home or agency, as specified in N.J.A.C. 10:128-5.1(b).

(c) The home or agency shall notify the Office of Licensing verbally of any of the following changes or events by the next working day after the home or agency learns of their occurrence:

1. The occurrence of a reportable disease, as specified in Chapter 2 of the State Sanitary Code, N.J.A.C. 8:57;

2. Proposed relocation of the home to a site not approved by the local municipal officials and the Office of Licensing, as specified in N.J.A.C. 10:128-4.1;

3. Damage to the premises of the home caused by fire, accident or the weather; and

4. Proposed use of space involving rooms not approved by the Office of Licensing, as specified in N.J.A.C. 10:128-4.1(a)5.

(d) The home or agency shall notify the Office of Licensing in writing at least 30 calendar days before any of the following proposed changes or events:

1. The anticipated closing or relocation of a home or agency for any reason other than temporary closings for holidays and vacations;

2. A change of director or administrator of the home;

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